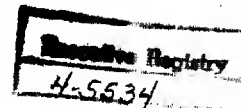


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8 September 1953

MEMORANDUM FOR: Comptroller

SUBJECT: Budget Meetings

1. The monthly meetings of DD/P Administrative Officers held on the third Thursday of each month for the general discussion of administrative problems has been cancelled. It would be appreciated if you would notify your representative of this cancellation.

2. In lieu of the general meeting it is felt by members of my staff that the meetings which they have established in their several fields of responsibility adequately cover the needs of the Clandestine Services. Members of your Office are always present at the monthly budget and finance meetings, which have proved to be a very effective tool in the understanding and solution of our mutual problems.

3. Although your Office is represented at these budget and finance meetings, I would appreciate it very much if you would attend personally as many as your schedule will permit.

4. The meetings are ordinarily held on the first Monday of each month at 2:30 PM in Room 2035 K Building. The September meeting, however, will be held on Thursday, 10 September, at 2:30 PM.

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Chief of Administration, DD/P

cc: A-DD/A

NOV 7	REV DATE 05/02/81	48995
ORIG COMP	36	TYPE 01
ORIG CLASS R	REASON	ORIG CLASS 11
JUST 32	NEXT REV 224	DATE 11-10-8

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